



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 22, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 25, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Friday, February 5, 2016**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET IV

Equipment Technician
Region 5/District 9/Operations
Highways
Carbondale

Attachments
40774

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, February 5, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Engineering Technician IV

Salary Range: \$4,695 - \$8,775

Position Title: Equipment Technician

Union Position: ☒ Yes ☐ No

Position Number: PW014-23-59-505-00-02

IPR#: 40774

Office/Central Bureau/District/Work Address:

Division of Highways / Region 5 / District 9 / Bureau of Operations / 2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for coordinating the acquisition and disposal of Bureau of Operations vehicles and equipment, for maintaining an equipment inventory and control system, for overseeing equipment maintenance, for coordinating equipment operation training, and for developing the equipment budget.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Frequent travel with possible overnight stays; overtime

The following criteria is desired:

- An Associate Degree in Project Management. Knowledge, skill and mental development equivalent to the completion of business curriculum and vocational trade program.
- Eight years' experience in performing a variety of tasks of which at least four years should be related to technical specifications for equipment, vehicles and parts as related to highways
- Class B CDL with airbrakes
- Knowledge of the procurement process as it relates to equipment
- Previous experience with inventory control and recordkeeping systems
- Proficient in Microsoft Office and experience with MMI
- Strong interpersonal relations and communication skills
- Must be highly motivated and able to work independently

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

****The incumbent must have the ability to perform outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sites and roadways open to traffic.****

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	October, 2015	POSITION:	Equipment Technician
APPROVED BY:	<u>Keith Miley</u>	OFFICE/DIVISION:	Highways, District 9, Operations
CODE:	PW014-23-59-505-00-02	REPORTS TO:	Services & Development Section Chief

Position Purpose

This position is accountable for coordinating the acquisition and disposal of Bureau of Operations vehicles and equipment, for maintaining an equipment inventory and control system, for overseeing equipment maintenance, for coordinating equipment operation training, and for developing the equipment budget.

Dimensions

Equipment Value:	\$17 Million
Annual Equipment Budget:	\$1.5 Million
Number of Bureau Vehicles:	222
Number of Off Road Vehicles:	200
Annual Purchases:	0-100 at \$2 Million

Nature and Scope

This position reports to the Services and Development Section Chief. There are no subordinate positions.

The incumbent in this position serves the District Bureau of Operations by coordinating the acquisition, maintenance and disposal of vehicles and equipment. Other services include maintaining an up-to-date inventory of all Operation's equipment and commodities, coordination of repairs to vehicles and equipment, training of personnel in the use of new vehicles and equipment, and development of the equipment and commodity budget. This position requires the incumbent to have sufficient mechanical expertise to communicate with vendors, authorized factory representatives, and the CMS mechanic to solicit information and resolve problems.

Typical problems include monitoring the performance of vehicles and equipment and coordinating with manufacturers and suppliers to correct problems and ensure timely delivery schedules; developing disposal schedules for equipment; researching and recommending the purchase of equipment and parts; and developing the equipment budget. This greatest challenge for the incumbent is to optimize the use of available fiscal resources to accomplish the Bureau's objectives.

The incumbent personally researches equipment literature and manuals and initiates contacts with manufacturers and suppliers to gain information and recommend types and specifications for trucks, tractors, and other equipment; maintains the Operations equipment inventory; performs an annual inventory of all equipment; procures new equipment; schedules and/or authorizes all repairs of equipment; coordinates the disposal of equipment; inspects snowplows, trucks, tractors, mowers on a seasonal basis; demonstrates new equipment; schedules equipment training; inspects new equipment for compliance to specifications; resolves equipment related items involving the Maintenance Management Information System (MMIS).

This position operates within Bureau of Operations and IDOT policies and procedures and has the freedom to act and solve job problems within these confines. For problems with no established policies, the incumbent will recommend solutions or ask for guidance from a superior. This position has the authority to order parts,

arrange routine equipment repairs, and instruct field personnel on safe and proper equipment use. The incumbent recommends and arranges for safety improvements to maintenance equipment and is responsible for total compliance with the provisions for the IDOT Safety Code handbook and for cooperating with every aspect of the Department's safety program to ensure safe operations for employees and the public. This position requires a valid driver's license; frequent travel within and outside the district which could include overnight stays; occasional overtime during evenings and weekends; and the ability to perform outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sites and roadways open to traffic. Position desires a Class 'B' CDL license with airbrakes.

Internal contacts are many and frequent with Operations Field Engineers, field technicians, lead workers, and employees responsible for servicing equipment. There are also contacts with Central Bureau of Operations equipment personnel and CMS personnel. There are many external contacts with equipment manufacturers and distributors, supply firms, and repair firms. Both internal and external contacts concern the acquisition, disposal, and repair of trucks, tractors, and equipment.

The incumbent will be evaluated by the condition and adequacy of vehicles and equipment, the timeliness and adequacy of equipment purchases, the accuracy and timeliness of MMIS equipment records and the annual equipment inventory, and the fiscal efficiency of the equipment budget.

Principal Accountabilities

1. Ensures timely procurement and disposal of vehicles and equipment to meet district needs.
2. Researches and evaluate vehicle and equipment availability to make optimum purchase recommendations.
3. Maintains a replacement schedule for vehicles and equipment that will optimize the use of district resources.
4. Performs an annual equipment inventory and maintains accurate equipment records in the MMIS system.
5. Oversees an effective preventive maintenance program.
6. Trains vehicle and equipment operators as required.
7. Develops and controls the district equipment budget.
8. Coordinates equipment repairs with the CMS garage.
9. Procures repair parts and supplies for the bureau.
10. Conducts vehicle and equipment safety inspections and ensure that all safety devices are in place and that needed safety improvements are made.
11. Performs other duties as assigned.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.